

1. Open your browser and type in <https://fpds.gov>
2. Click on REGISTER in the lower left hand corner of the screen.
3. When asked 'ARE YOU A GOVERNMENT EMPLOYEE AND REQUESTING ACCESS FOR OFFICIAL BUSINESS' click '**YES**'
4. Read the NOTICE of DISCLAIMER , including the privacy and security information, and if you agree click '**YES**'
5. Complete the User information (the data required may be found on the User Identification document). Please be sure you enter your username with your name.station or contracting office code @ va.gov ie
John.Babb.200@va.gov

you may wish to include your middle initial or name if VA has many employees with your name – for example, there are more than 10 Karen Smith's , and there are 3 Karen M Smith's listed in the global address book.

NOTE: Although the site says

After you save your registration information, an email will be sent to your agency administrator and/or your contracting office administrator. An administrator will verify your request and assign privileges/approve to FPDS. They will contact you when your account is activated

this feature is **not** working.

It takes up to 48 hours for an account to become available to me. I will activate accounts a few times per week. If your account isn't activated after 72 hours, please ask your FPDS POC at your contracting office for assistance. Accounts will not be enabled until the VA security form VAF 9957 is on file.